

# NURUL SYAFIQAH BINTI MD ZAHID

017-260 4463

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No 10, Jalan Nyior 8, Taman Nyior, 70100 Seremban  
Negeri Sembilan Darul Khusus

**Seek career opportunity that can offer career  
growth and enhancement**



## 1. EDUCATION

POLYTECHNIC PORT DICKSON (PPD), NEGERI SEMBILAN

- Diploma in Secretarial Science
- CGPA : 3.21
- Graduated on March 2016

SEKOLAH MENENGAH KEBANGSAAN SERI AMPANGAN, SEREMBAN

- Sijil Pelajaran Malaysia (SPM)
- Results : 4A's 3B's 1C 1D
- 2011

## 2. INDUSTRIAL EXPERIENCE

YAYASAN NEGERI SEMBILAN, SEREMBAN

- Industrial Trainee
- Finance and Education Department
- Appointed as Assistant to Accountant and Education Officer. Greet office visitors and answer telephones. Handling files of Finance and Education Department
- June – November 2014

## 3. SKILLS

### Language

- Malay
- English

### Spoken

Good  
Moderate

### Written

Good  
Moderate

### Dictation

- Malay
- English

### Word per Minute (WPM)

50-60 WPM  
40-50 WPM

### Keyboarding

- Malay
- English

### Word per Minute (WPM)

60-70 WPM  
50-60 WPM

MS Office Word, Excel and PowerPoint

#### 4. ACHIEVEMENT

Description	Date achieved	Details
Program Pembudayaan Keusahawanan held at Polytechnic Port Dickson	December 2012	Participant
Mesra Alam Club, Polytechnic Port Dickson	June 2013	Member
Career Magnet Clinic held at Polytechnic Port Dickson	December 2014	Participant
'Bengkel Semarak Jawi' held at Polytechnic Port Dickson	December 2014	Participant
The Longest Non-Stop Typing Relay 24 Hours (Malaysia Book of Records) held at Polytechnic Port Dickson	June 2015	Participant and Runner
Gala Dinner, Polytechnic Port Dickson	June 2015	Vice President

#### 5. MOBILITY AND AVAILABILITY

Mobility Availability	Car Immediately
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#### 6. REFERENCES

Names	Designation	Contact No
Pn Rasidah Binti Kassim	Academic Advisor/ Lecturer at Polytechnic Port Dickson	06-662 2000
Pn Azlinda Binti Muhamad	Assistant Administrative Officer/ Supervisor at Yayasan Negeri Sembilan	06-762 8046